



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

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CN # 18-03

MEMORANDUM

To: National School Lunch Administrators

From: Holly Mohr, Team Leader
Child Nutrition Services

Subject: Special Milk Program Administrative Review Update

This memo is to inform you that there will not be an Administrative Review on the Special Milk Program this year. The review process is still in development and you will be notified in the future when you will be receiving an SMP Administrative Review.

A few helpful hints for your Special Milk Program:

- ☐ Keep all purchasing invoices/records for five years
- ☐ Take inventory monthly, keep documentation for 5 years (see Appendix G in the SMP manual)
- ☐ Milk purchased for the Special Milk Program cannot be used for adult consumption or cooking
- ☐ Applications (if applicable) should be organized by eligibility category
- ☐ Documentation of the method of milk counting
- ☐ The amount of milk purchased monthly should not be used to consolidate the claim
- ☐ Make copies of monthly reimbursement claims
- ☐ Keep daily temperature logs for milk served (32-45 degrees F)
- ☐ Consider serving low-fat (1%) or skim milk
- ☐ Keep current Annual Financial Report on file

The Special Milk Guidance Manual is available on-line. It can be found at our website:
www.ade.az.gov/health-safety/cnp/milk/

If you have any questions regarding this memo, please contact an NSLP specialist.

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